



DEPARTMENT OF CORRECTIONS
NOTICE OF UNAUTHORIZED MAIL

Inmate Name	Number	Dorm	Date
<input type="checkbox"/> Returned to sender <input type="checkbox"/> Item sent to Property Room <input type="checkbox"/> Disposal – Immediate Date: _____ <input type="checkbox"/> Held in Mailroom Mail out Cost: _____		Publisher/Sender: _____ _____ _____ _____ <div style="display: flex; justify-content: space-between;"> City State Zip Code </div>	

NOTE: If you are receiving a copy of this rejection letter and you were the person who mailed the item, no further action is required on your part.

CONTRABAND

	Letter, photograph, book, or magazine containing gang signs, hand signs, or gang related material, constitutes a threat to discipline or security.
	Books, CD/DVD, magazines, religious material, or newspapers not directly from publisher or authorized distributor to include anything with a wire binder.
	Sexually explicit or nude photos.
	Stamps sent through the mail, blank envelopes or stationery, money orders, cash and checks.
	Unsanitary or non-hygienic contents including perfume/cologne. (Immediately disposed and may not appeal.)
	Address labels, stickers, homemade cards, altered cards, musical cards, non-white envelopes and paper, paintings, tracing type paper, pages from coloring books, and drawings in colored ink, marker, crayon, glitter or raised decorations.
	White-out, glue, paint and any other item in liquid form.
	Incoming mail without a return address and/or name. (Immediately returned to Post Office and Inmate may not appeal.) Incoming mail not properly addressed with Inmate ID number and/or incorrect name.
	Unsearchable
	Other:

Per CPP 16.2, (<http://corrections.ky.gov/communityinfo/policies>) you have five (5) days to appeal to the Warden and if no appeal is made or the appeal is denied, you have seven (7) days to indicate in writing the disposition of the item. If no disposition is indicated, the item may be destroyed, donated to charity, or used for institutional purposes.

Staff Signature _____

Date _____

Distribution: Inmate	Sender	Mailroom	Property Room
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